

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITIES

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PROGRAM MANAGER

Role Title: Program Administration Manager III

Position: #01100

Pay Band 6, Level I Hiring Range: \$57,642 – \$90,000

Closing Date: October 2, 2017

Excellent opportunity for a gerontologist or long-term services and support (LTSS) professional in the Division of Aging and Disability Services. This position is responsible for developing, managing and evaluating LTSS serving older individuals. Key projects will include support to the screening (formally preadmission screening) process, data collection and policy development within the Division. The incumbent will spend considerable time in special projects including several studies from the Joint Commission on Health Care. Qualified applicants must have considerable experience in managing complex programs and have the ability to represent the Division Director in carrying out agency and division goals. Requires considerable knowledge of aging programs, demonstrated ability to plan and implement complex projects and evaluate those projects. Must have knowledge and work experience with the regulatory process; knowledge of the legislative process strongly preferred. Special focus within the position is building collaborative relationships to identify, manage and analyze data for use in program planning and reports. Qualified applicants must have considerable knowledge of LTSS programs for the elderly with a focus on project management, program implementation, planning, and evaluation. Requires knowledge of health care delivery systems, program planning, with demonstrated ability to direct multiple, diverse and simultaneous operations, and to plan, develop, implement evaluate programs. Must have proven ability to supervise professional staff. Must be proficient using the PC and office productivity software. Requires excellent written and verbal communication skills with proven ability to communicate effectively through presentations for a diverse audience. Knowledge of Medicaid strongly preferred. Bachelor's degree with major coursework in related field is preferred; Master's degree is strongly preferred. **Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position has been designated to file a Statement of Economic Interests Form at the time of employment and annually thereafter.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA